

Attachment A
General Instructions:

Each State must provide the information indicated below on its TANF program regardless of the funding source -- i.e., no matter whether the State used segregated Federal TANF funds, segregated State TANF funds, or commingled funds to pay for the benefit or service.

If the State elects to report on other benefits or activities provided through other program funding streams, please mention it after the TANF-funded benefits or activities for each item.

1. The State's definition of each work activity.

West Virginia now recognizes only the work activities defined as the core and non-core activities outlined in the Deficit Reduction Act of 2005. A description of those nine core and three non-core activities is provided below:

- Unsubsidized Employment - work with earnings provided by an employer who does not receive a subsidy for the creation and maintenance of the employment position.
- Public and Private Subsidized Employment - work with earnings in the private or public sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient.
- On the Job Training (OJT) – This is training, in the public or private sector, is given to an employee while he or she is engaged in productive work that provides knowledge and skills essential to the full and adequate performance on the job.
- Work Experience Programs – This includes work associated with the refurbishing of publicly assisted housing, if sufficient private sector employment is not available, is a work activity preformed in return for cash assistance that provides an individual with an opportunity to acquire the general skills, training knowledge and work habits necessary to obtain employment. The purpose of work experience is to improve the employability of those who cannot find unsubsidized employment.
- Community Service– structured programs and embedded activities in which TANF recipients perform work for the direct benefit of the community under the auspices of public or nonprofit organizations.
- Job Readiness/Job Search Activities – is defined as the act of seeking or obtaining employment, preparation to seek or obtain employment, including life skills training, substance abuse treatment, mental health treatment, or rehabilitation activities. This activity is limited to six weeks, or 12 weeks when declared a needy state, per year with no more than a four week consecutive period.
- Vocational Educational Training - limited to courses that provide employment skills. These are organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations requiring training other than a baccalaureate or advance degree. Vocational education may be used to meet the participation requirement for no more than 12 months.
- Provision of Child Care for a Community Services Participant - a TANF/WV WORKS participant, who cares for the child of another TANF / WV WORKS participant who is participating in an approved Community Service placement work activity.
- Satisfactory Attendance at Secondary School or in a Course of Study Leading to a General Education Development Certificate (GED) – is a non-core activity for participants who have not completed secondary school or received such a certificate.
- Job Skills Training Directly Related to Employment – means a non-core activity consisting of training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. It includes both customized and general training to prepare an individual for employment, including

literacy and language instruction if needed. • Education Directly Related to Employment- means a non-core activity consisting of education for a recipient who has not received a high school diploma or certificate of high school equivalency which will provide education related to a specific occupation, job, or job offer.

2. A description of the transitional services provided to families no longer receiving assistance due to employment.

West Virginia provides two options for families leaving cash assistance due to employment. The former TANF recipient may choose the option that he believes will be most beneficial to his family and his situation. These services are available to families, who remain under the 150% FPL income limit, for a six-month period after they receive their last TANF cash assistance check. Former participants who maintain full-time employment for a six month period are eligible to receive a \$500 job retention bonus. Under the Support Services Option, employed former TANF recipients may continue to have all support services available to active WV WORKS recipients, although life-time limits continue to apply. These services include the following: • Special clothing; • Tools; • Collateral expenses such as grooming expenses, testing fees, and other expenses necessary for employment; • Driver's or chauffeur's license; • Commercial Driver's License (CDL); • Professional license; • Relocation expense; • Transportation payments; • Driving Under the Influence (DUI) classes and equipment; • Vehicle repair; • Vehicle insurance ; and • GED/ABE or Vocational training and Employment bonuses. Continued eligibility for the Supplemental Nutrition Assistance Program (SNAP), the Medicaid Program, and the Children's Health Insurance Program is evaluated when changes are made to an active TANF/WV WORKS case and when case closure occurs. Under the Employment Assistance Program, the employed former TANF recipient may opt to continue to receive the cash assistance that they received before they began employment, based on a 100% Earned Income Disregard for a six-month period. Families that choose this option are also eligible to receive up to \$1,500 in car repair funds and the achievement bonuses identified above.

3. A description of how a State will reduce the amount of assistance payable to a family when an individual refuses to engage in work without good cause pursuant to 45 CFR 261.14 of this chapter.

When a member of the assistance group does not comply with requirements found on her Personal Responsibility Contract (PRC), a sanction must be imposed unless the Worker determines that good cause exists. After a determination of "good cause" for not participating is determined, sanctions are applied to WV WORKS cases in the form of check reductions and, for the 3rd or subsequent offense, termination of benefits. The amount of the check reduction is a fixed amount and is determined as follows: • 1st offense - 1/3 reduction in the check amount, prior to recoupment that the assistance group is currently eligible to receive, for 3 months; • 2nd offense - 2/3 reduction in the check amount, prior to recoupment that the assistance group is currently eligible to receive, for 3 months; and If the case has already incurred a 1/3 reduction when a second sanction is applied, the 2/3 reduction is applied to the original amount the household would have been eligible to receive, if no 1/3 sanction had been applied. A home visit is required after the imposition of a second sanction. • 3rd offense and all subsequent offenses – ineligible for cash assistance for 3 months.

4. The average monthly number of payments for child care services made by the State through the use of disregards, by the following types of child care providers:

i. Licensed/regulated in-home child care: 0

ii. Licensed/regulated family child care: 0

<u>iii. Licensed/regulated group home child care:</u> 0
<u>iv. Licensed/regulated center-based child care:</u> 0
<u>v. Legally operating (i.e., no license category available in State or locality) in-home child care provided by a non-relative:</u> 0
<u>vi. Legally operating (i.e., no license category available in State or locality) in-home child care provided by a relative:</u> 0
<u>vii. Legally operating (i.e., no license category available in State or locality) family child care provided by a non-relative:</u> 0
<u>viii. Legally operating (i.e., no license category available in State or locality) family child care provided by a relative:</u> 0
<u>ix. Legally operating (i.e., no license category available in State or locality) group child care provided by a non-relative:</u> 0
<u>x. Legally operating (i.e., no license category available in State or locality) group child care provided by a relative:</u> 0
<u>xi. Legally operated (i.e., no license category available in State or locality) center-based child care:</u> 0
<p><u>5. If the State has adopted the Family Violence Option and wants Federal recognition of its good cause domestic violence waivers under 45 CFR 260.50-58, then provide (a) a description of the strategies and procedures in place to ensure that victims of domestic violence receive appropriate alternative services and (b) an aggregate figure for the total number of good cause domestic waivers granted.</u></p> <p>The State adopted the Family Violence Option and all applicants and recipients of cash assistance are informed that information is available concerning domestic violence. This is discussed with all clients. No individual is specifically targeted to receive the information. Disclosure of domestic violence may have an affect on the PRC, work requirements or time limits the client is expected to meet while a recipient of cash assistance. A referral to the appropriate community resource or domestic violence program must be made to develop a plan to assist the client with meeting the requirements of WV WORKS. When an individual discloses domestic violence, which is a barrier to participation in WV WORKS activities, the individual may receive a temporary exemption from the requirements for up to six months as long as the individual: • Accepts a referral to a local domestic violence agency; • Completes a time-limited service plan with the domestic violence agency which will enable him to gain self-sufficiency; and • Complies with the requirements of the domestic violence agency plan. If the client refuses the referral to an appropriate agency, he cannot receive this temporary exemption. A code is entered into the eligibility determination system to indicate that domestic violence is an indicator. The Worker monitors the plan regularly in order to ensure compliance and to continue the exemption. If, at the end of the plan period, barriers to self-sufficiency still exist, the temporary exemption may be continued on a month-to-month basis until the barriers no longer exist, as long as the client continues to comply with the domestic violence agency's plan. Plans may be extended after the six month limit when extenuating circumstances exist and counseling continues at the recommendation of the domestic violence counselor. Relocation payments may be made to relocate victims of Domestic Violence when the safety of the client and/or the children is compromised. The Department of Health and Human Resources, Bureau for Children and Families has established policy and procedures for extensions to the 60 month lifetime limit on the receipt of cash assistance for domestic violence situations. When the assistance group meets the definition of</p>

battered or subjected to extreme cruelty, an extension based solely or in part on this criterion may be approved multiple times and may exceed the six month limit which is imposed on all other types of extensions to the 60 month lifetime limit. The individual who meets the criteria for battered or subjected to extreme cruelty must accept a referral to a domestic violence program that operates under a West Virginia state license or through an agreement with the Department of Health and Human Resources. In addition, the client must participate in and follow any plans developed with the program. Extensions must be reconsidered each six months, or according to the Department's Extension Committee's instruction, whichever is earlier.

6. A description of any nonrecurrent, short-term benefits (as defined in 45 CFR 260.31(b)(1)) provided, including:

i. The eligibility criteria associated with such benefits, including any restrictions on the amount, duration, or frequency of payments;

ii. Any policies that limit such payments to families that are eligible for TANF assistance or that have the effect of delaying or suspending a family's eligibility for assistance;

iii. Any procedures or activities developed under the TANF program to ensure that individuals diverted from assistance receive information about, referrals to, or access to other program benefits (such as Medicaid and food stamps) that might help them make the transition from welfare to work.

Diversionsary Cash Assistance (DCA) is a payment method that allows a maximum lump sum benefit of an amount equal to the maximum cash assistance benefit amount based on family size multiplied by three. This type of assistance is an opportunity to relieve temporary financial needs as an alternative to receipt of ongoing cash assistance through TANF. Eligibility for WV WORKS must be established and an initial assessment by the Family Support Specialist is conducted before DCA is considered. DCA is available only one time for an applicant family. Financial eligibility for DCA is determined in the same manner as determining eligibility for WV WORKS cash assistance. The amount of the DCA payment is determined by the maximum WV WORKS payable to a family of the same size multiplied by three. The Worker determines the amount needed to meet the temporary financial need. The payment amount must be equal to the temporary financial need of the family or another outside community resource must be utilized to make up the difference. The amount may include expenses related to future employment needs and ongoing household expenses. DCA is limited to one-time-only and the Worker must include all such needs in this determination.

Supplemental payments may not be issued even if the maximum amount was not used for the DCA. Acceptance of the DCA does not count toward the 60-month lifetime limit or the 24-month limit. The following guidelines are used to determine if DCA is appropriate:

- o The assistance group must demonstrate a need which cannot be met with the current or anticipated family resources;
- o A member of the assistance group must be employed or have a verified promise of employment or other verified source of income within two months of application for assistance;
- o The assistance group must be eligible for a WV WORKS check based on the applicant's declaration and the best judgment of the Worker;
- o The applicant must agree to accept DCA by signing the appropriate form which lists the conditions and expectations;
- o Child support received by the parent/caretaker relative or the Department of Health and Human Resources belongs to the family and is not used to reimburse the Department for DCA;
- o The applicant must agree to have the WV WORKS application withdrawn. When a DCA payment is accepted, the assistance

group is ineligible for cash assistance for three months regardless of the amount of the DCA or the number of months the payment represents; and o DCA payments are not subject to repayment unless fraud is established. West Virginia's eligibility determination system is named Recipient Automated Payment and Information Data System (RAPIDS). Through RAPIDS the application process includes issuing the check for Diversionary Cash Assistance and the system also determines other programs and benefits for which the family may be eligible such as, SNAP, the various Medicaid coverage groups, and when this determination is made the Family Support Specialist informs the applicant of their eligibility for these programs and the applicant can make the decision about accepting these programs. It is not necessary for the applicant to see another Worker to make application for these programs.

7. A description of the grievance procedures the State has established and is maintaining to resolve displacement complaints, pursuant to section 407(f)(3) of the Social Security Act. This description must include the name of the State agency with the lead responsibility for administering this provision and explanations of how the State has notified the public about these procedures and how an individual can register a complaint.

West Virginia acknowledges that Community Service and Work Experience work assignments shall not: • Result in the displacement of currently employed workers including partial displacement such as a reduction in hours of non-overtime work, wages, or employment benefits; • Shall not infringe in any way upon the promotional opportunities of person(s) currently in jobs not funded under these programs; and • Shall not result in the filling of any established unfilled position vacancy by a participant assigned to Community Service or Work Experience. Regular employee grievances must be filed within 90 days of the date that the perceived displacement occurred. The Department must provide the employer with the Employee Grievance Posters, grievance procedure information, and forms. The posters shall be located in a visible area accessible to the employees. Procedures to be followed addressing complaints by regular employees or their representatives are as listed below: • The grievant attempts to resolve the complaint with his immediate supervisor within two days of the alleged occurrence; • A conference or hearing can be held; • The Supervisor shall give a written response to the grievant within three days; and • The grievant may accept the decision or proceed to the next step.

8. A summary of State programs and activities directed at the third and fourth statutory purposes of TANF (as specified at 45 CFR 260.20(c) and (d) of this chapter).

a. Summarize below, the State programs and activities directed at preventing and reducing the incidence of out-of-wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of these pregnancies (TANF purpose 3):

b. Summarize below, the State programs and activities directed at encouraging the formation and maintenance of two-parent families (TANF purpose 4):

The West Virginia Department of Health and Human Resources is working with the West Virginia University Extension Department and the West Virginia State University Extension Department to provide marriage and relationship training to married couples and couples interested in marriage. The goal is to provide skills for married couples to maintain a healthy and stable marriage and improve the quality of lives for West Virginia families and their children. Through training sessions on

relationship skills, parenting skills, marriage retreats, public service advertisements and other outreach activities, The West Virginia's Healthy Families Initiative will focus on developing a "marriage friendly environment" by providing training sessions for families on topics such as relationship skills and parenting skills and providing special couples training at marriage retreats. Public service messages have been developed and will continue to be used, along with other outreach activities, to educate the community on the importance of healthy marriages for children's well-being. Some educational programs being offered are "Within My Reach", "PREP relationship training" and "How Not to Marry a Jerk". The Initiative operated in seven counties in 2005 and continues to expand each year. In 2010, 14 counties will offer services through the Healthy Families Initiative.

9. An estimate of the total number of individuals who have participated in subsidized employment under §261.30(b) or (c) of this chapter. 0

Attachment B 0
Grantee Information

<u>State</u> WEST VIRGINIA	<u>Fiscal Year</u> 2010
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Program Information

<u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u>
<u>1. Name of Benefit or Service Program:</u> State's MOE for WV WORKS Program
<u>2. Description of the Major Program Benefits, Services, and Activities:</u> Monthly cash assistance payments, support payments and services, and related administrative costs.
<u>3. Purpose(s) of Benefit or Service Program:</u> Payments designed to meet ongoing basic needs which include shelter, utilities, food, and incidental expenses families who met the program guidelines, and to provide support services to assist families in obtaining and retaining employment as they move to self-sufficiency.
<u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State
<u>5. Description of Work Activities (Complete only if this program is a separate State program):</u>
<u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$34,446,440
<u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$34,446,440
<u>8. Total Number of Families Served under the Program with MOE Funds:</u> 52,405
<u>This last figure represents (Check one):</u> <input type="radio"/> The average monthly total for the fiscal year. <input checked="" type="radio"/> The total served over the fiscal year.
<u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u> Same as TANF requiremts.
<u>10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)</u> <input checked="" type="radio"/> Yes <input type="radio"/> No
<u>11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No):</u> \$0

Certification

Certify:

This certifies that all families for which the State claims MOE expenditures for the fiscal year meet the State's criteria for "eligible families."

Signature 

Name Dan Hartwell

Title Program Manager II

Date Submitted 01/06/2010

Approved OMB No. 0970-0248 Form ACF-204, expires 04/30/2009.